

# Cancellation of Diplomatic Meeting

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Embassy/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that, regrettably, I must cancel the diplomatic meeting scheduled for [Insert Date and Time]. Due to [reason for cancellation], I am unable to attend.

I sincerely apologize for any inconvenience this may cause and hope to reschedule at a more suitable time. Please let me know your availability in the coming weeks so we can arrange a new meeting date.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]